



INDIANA 5-STAR ENVIRONMENTAL RECOGNITION PROGRAM FOR CHILD CARE FACILITIES

Guidelines

The Indiana Department of Environmental Management (IDEM), together with child care facilities, child care and youth associations, other governmental agencies, medical personnel and parents, developed the 5-Star Environmental Recognition Program for Child Care Facilities to help Indiana parents and child care facilities learn about the environmental, health and safety threats that may affect their children. The program recognizes child care facilities that go above and beyond requirements and demonstrate environmental stewardship. The program is completely voluntary and does not set forth any new rules or regulations.

HOW THIS PROGRAM WORKS

IDEM awards stars to child care facilities that meet specific criteria. Each star builds on the previous star's accomplishments. For example, a child care facility must satisfy the one-star and three-star requirements before applying for five stars. Star ratings remain in effect for two years. When that period expires, participants may re-apply by submitting a new application. A review committee evaluates the applications triannually. Application submittal due dates are April 1, August 1 and December 1.

ELIGIBILITY REQUIREMENTS

Participating child care facilities must:

- Be licensed or registered (operate more than four hours a day, 10 consecutive work days and care for more than five children);
- Be in compliance with all applicable state rules and regulations (Head Start facilities also must be in compliance with applicable federal regulations);
- Meet all criteria for the star category in which they will apply; and
- Submit a complete and accurate application.

HOW PARTICIPANTS BENEFIT

Program participants benefit in three key areas:

- **Education** – By participating, child care facilities demonstrate they understand and can educate their employees and children's parents about the environmental, health and safety concerns that may exist at their facility and in families' homes.
- **Public Recognition** – IDEM recognizes star recipients through press releases, its Web site and other publications.
- **Marketing** – Participating facilities can use their star status to promote their environmentally-responsible facility to parents.

HOW TO APPLY

1. Read through the criteria on pages two through four of the application, which is accessible from IDEM's Web site at www.IN.gov/idem/kids/5star. It also can be ordered from IDEM's Compliance and Technical Assistance Program.
2. Determine the star category in which to apply.
3. Completely and accurately fill in the information requested on page one and in your category.
4. Gather requested documentation, as applicable.
5. Mail or fax your completed application and documentation to CTAP.

WHERE TO GET ASSISTANCE

Representatives of IDEM's Compliance and Technical Assistance Program are available to assist you in completing the application. They can visit your facility and help you through the process confidentially* and at no charge. To request on-site or phone assistance, call (800) 988-7901. In Indianapolis, call (317) 232-8172.

*A completed 5-Star application is not confidential.